

**UTAH CHARTER SCHOOL PURCHASING COOPERATIVE
REQUEST FOR STATEMENT OF QUALIFICATIONS**

JANITORIAL SERVICES PROVIDER

**SECTION I
SELECTION SCHEDULE**

Advertisement: This Request for Statement of Qualifications will be published on the Utah Public Notice Website (www.utah.gov/pmn/index.html) from July 16, 2014, to July 23, 2014.

Submission of Responses: Responses will be accepted from 8:00 a.m. July 17, 2014, until 4:00 p.m. July 23, 2014.

Response Opening: Bids will be opened publicly at 4:30 p.m., July 23, 2014, at 290 N. Flint St., Kaysville, UT 84037.

Review of Submitted Responses: June 24, 2014, through approximately July 30, 2014

Tentative Selection Date: Approximately July 31, 2014

**SECTION II
INTRODUCTION**

- A. The Utah Charter School Purchasing Cooperative (“UCSPC” or the “cooperative”) is a cooperative of Utah charter schools formed to facilitate more efficient procurement of goods and services and to obtain more favorable pricing of such items for members of the cooperative. UCSPC is comprised of seventeen Utah charter schools located in Salt Lake, Tooele, Davis, and Weber Counties, including schools serving grades K-6, K-9, 7-12, and 9-12 with a total enrollment of over 9,000 students.¹
- B. The cooperative seeks to conduct the procurement process on behalf of its member schools in order to establish contracts that the cooperative’s members may purchase under and to establish lists of approved vendors from which members may select a vendor. Members of the cooperative are not required to purchase under any contract established by the cooperative and may instead choose to conduct their own procurement for any item.

¹ The schools in the cooperative are: Ascent Academies of Utah, Career Path High, Early Light Academy, Hawthorn Academy, HighMark Charter School, Jefferson Academy, Leadership Learning Academy, Maria Montessori Academy, Mountain Heights Academy, Mountain West Montessori Academy, North Davis Preparatory Academy, North Star Academy, Ogden Preparatory Academy, Quest Academy, Scholar Academy, Syracuse Arts Academy, and Wasatch Peak Academy

- C. The purpose of this Request for Statement of Qualifications (“RFQ”) is to prequalify janitorial services providers that will be placed on the cooperative’s approved vendor list to provide such services to members of the cooperative.
- D. **PREQUALIFICATION.** Vendors that submit timely, responsive statements in response to this RFQ and who meet the criteria for qualification described in the RFQ will be placed on the approved vendor list. This is a closed-ended prequalification process, and prequalification under this RFQ will last for a period of eighteen (18) months from the announcement of the approved vendor list. The cooperative will assign prequalified vendors to geographical areas based on the vendor’s preferred service area. The geographical areas, and the schools located within each area, include:
1. Weber County – Maria Montessori Academy (North Ogden), Ogden Preparatory Academy (Ogden), Quest Academy (West Haven)
 2. Davis County – Ascent Academies of Utah (Farmington), Career Path High (Kaysville), HighMark Charter School (South Weber), Jefferson Academy (Kaysville), Leadership Learning Academy (Layton), North Davis Preparatory Academy (Layton), Syracuse Arts Academy (Syracuse), Wasatch Peak Academy (North Salt Lake)
 3. Salt Lake County – Ascent Academies of Utah (West Jordan), Early Light Academy (South Jordan), Hawthorn Academy (West Jordan), Mountain Heights Academy (West Jordan), Mountain West Montessori Academy (South Jordan), North Star Academy (Bluffdale)
 4. Tooele County – Scholar Academy (Tooele)

The cooperative reserves the right to remove prequalified vendors from the approved vendor list prior to the end of the prequalification period if the vendor is unable or unwilling to provide member schools the scope of services outlined herein; if the vendor does not provide member schools with a reasonable quality of service after notification that the vendor’s services are not satisfactory; or if the vendor does not adhere to the pricing specified in the vendor’s response to this RFQ.

- E. **SUBSEQUENT INVITATIONS TO BID.** Members of the cooperative seeking to obtain janitorial services may limit participation in an invitation to bid to approved vendors. Such schools may issue an invitation to bid either orally or in writing to each approved vendor within their geographical area. Approved vendors interested in providing services to the school will provide a bid either orally or in writing, and the school will select the approved vendor who proves most beneficial to the school.
- F. **PROTECTED INFORMATION.** If the response contains any trade secrets, commercial information or non-individual financial information that the vendor does not wish to become public, the vendor must submit a Claim of Business Confidentiality with the response. The Claim of Business Confidentiality must include a concise statement of reasons supporting the claim of business confidentiality (Utah Code § 63G-2-309(1)). The vendor must also submit one (1) hard “redacted” (excluding protected information)

copy and one (1) electronic “redacted” (excluding protected information) copy of the response, each of which should be clearly marked “Redacted Version.”

SECTION III **RESPONSE INFORMATION**

- A. Responses must be submitted in compliance with **Section IV** of this RFQ.
- B. Only one response may be submitted and considered per vendor.
- C. Vendors may include any special or unique services they will offer to provide.
- D. Submission of a response will be construed to mean that the vendor understands the requirements contained herein, and the vendor can supply the described services.
- E. Discussions may be conducted with vendors who submit responses for the purpose of assuring full understanding of, and responsiveness to, the RFQ requirements.
- F. Prequalification of a vendor will place a vendor on the cooperative’s approved vendor list for one or more geographic areas. Approved vendors must honor for members of the cooperative the prices for the services along with the other terms and conditions outlined in the successful response. All pricing and other terms must be honored for at least eighteen (18) months.
- G. All inquiries, questions or requests for clarification must be submitted via email to Trent Brown at trent@academicwest.com and received prior to 5:00 p.m. on July 22, 2014.
- H. **No agreement exists on the part of any member of the cooperative and any vendor until a contract is approved and executed by a school’s Board of Directors.**
- I. This RFQ does not obligate the cooperative or any member to pay for any costs, of any kind whatsoever, that may be incurred by a vendor or any third parties in connection with a response. All responses and supporting documentation shall become property of the cooperative. Further, neither the cooperative nor any member shall be liable to any vendor, person, or entity for any losses, expenses, costs, claims or damages of any kind arising out of, by reason of, or attributable to, the vendor responding to this RFQ.
- J. Selection of a prequalified vendor by the cooperative does not obligate any member of the cooperative to enter into a contract with or purchase any item from the vendor, and no agreement to purchase will exist on the part of the cooperative or any member school until an agreement is properly approved by the school’s Board of Directors.

SECTION IV **RESPONSE REQUIREMENTS**

Each response must contain a cover letter that includes the following:

A statement of the vendor's intent to provide the services outlined in the response;
The legal company name;
Complete company address;
Company contact person's name, phone number, and email address;
Company's website, if applicable;
The signature of the company's authorized representative, including position/title;
and
The date of submission.

Responses may be submitted either as a hard copy or as an electronic copy saved in PDF format.

Responses submitted by hard copy must be in a sealed package marked "RESPONSE TO RFQ FOR JANITORIAL SERVICES" and be submitted on or before **July 23, 2014, by 4:00 p.m.** and addressed to:

Trent Brown
Academica West
290 N. Flint Street, Suite A
Kaysville, UT 84037

Responses submitted in electronic format should be sent via e-mail with the subject line "RESPONSE TO RFQ FOR JANITORIAL SERVICES" and be submitted on or before **July 23, 2014, by 4:00 p.m.** to:

Trent Brown
trent@academicawest.com

Responses received after this date and time will not be considered.

SECTION V

RESPONSE SPECIFICATIONS

- A) Janitorial services vendors will be expected to act as independent contractors in the delivery of the described services to member schools.
- B) Each vendor must provide a response, in narrative format, to each of the following components.
 - 1) *Qualifications and References.* Each vendor must provide the following information:
 - a) Provide a brief outline of the company and services offered, including number of years in business, number of years the vendor has provided services to Utah charter schools, number of people currently employed.

- b) Provide a narrative demonstrating experience and a track record for providing janitorial services to Utah charter schools or otherwise provide evidence demonstrating your ability to provide services to member schools. Preference may be given to vendors who demonstrate a successful operating history, especially a history that includes providing services to Utah charter schools that are current clients.
- c) Provide information on current clients, including total number of clients and a list of current clients that are Utah charter schools.
- d) Provide a list of references that the cooperative may contact to discuss your past performance and evaluate your ability to perform the required services.

2) Scope of Work, Specifications, and Requirements

- a) Below is an illustrative list of services and specifications that may be required by member schools, but member schools may require janitorial services that differ from this list. Vendors should demonstrate that they possess the expertise and ability to provide the following services to member schools. Vendors may provide additional information about other services that they will offer to provide at a member school's request.

Classrooms, Hallways, Offices, Lobbies and Common Areas:

- (1) Provide day porter up to three (3) hours per day for lunch set up and take down, special clean up, bathroom cleaning, cafeteria cleaning, and other duties
- (2) Clean entrance doors and internal classroom glass partitions daily
- (3) Clean and sanitize drinking fountains daily
- (4) Empty all waste receptacles daily
- (5) Replace waste receptacle liners as needed
- (6) Disinfect light switches, light switch plate covers and door handles weekly
- (7) Dust horizontal surfaces in offices weekly
- (8) Spot clean horizontal surfaces weekly
- (9) Disinfect all phone receivers and dust phone base weekly
- (10) High dusting of air vents, tops of doors, door frames, ceiling corners monthly
- (11) Low dusting of front sides of desks, legs of chairs, tables and chair bases monthly
- (12) Vacuum fabric and wipe down other surfaces to remove dust and lint monthly
- (13) Clean walls monthly
- (14) Polish drinking fountains monthly

Floor Care:

- (15) Vacuum, sweep or dust mop all hard surface floors daily

- (16) Vacuum all carpeted traffic areas daily
- (17) Remove spots and small spills from carpet daily
- (18) Thoroughly mop or auto scrub VCT and tile floors daily
- (19) Remove shoe marks from gym floor daily
- (20) Vacuum carpeted areas weekly
- (21) Vacuum carpet edges and corners along walls and partitions monthly
- (22) Dust all baseboards monthly
- (23) Clean and disinfect counter tops, wash basins, toilets, toilet seats and urinals daily

Restrooms:

- (24) Clean and disinfect all dispensers, fixtures and mirrors daily
- (25) Empty trash receptacles daily
- (26) Empty and disinfect sanitary napkin receptacles daily
- (27) Spot clean partitions and tile walls daily
- (28) Restock hand soap and paper products (not required to provide hand soap and paper products) daily
- (29) Disinfect partition handles, door handles and light switches daily
- (30) Clean and sanitize outsides of dispensers and trash receptacles daily
- (31) Polish all dispensers, fixtures and mirrors daily
- (32) Sweep and thoroughly mop floor with germicidal solution daily
- (33) High dust tops of partitions, air vents, mirror frames and tops of doors monthly
- (34) Clean and disinfect restroom partitions and walls around toilets and urinals weekly

Deep/Summer Cleaning:

- (35) Steam extraction carpet cleaning
- (36) Tile cleaning (bathrooms/kitchen)
- (37) VCT full strip & wax
- (38) VCT scrub & cleaning
- (39) Window cleaning

Other:

- (40) Provide additional information about other janitorial services offered

3) Budget and Estimated Pricing.

- a) Provide detailed information regarding the pricing for your services that you will offer to member schools throughout the prequalification period. Vendors must provide a price per square foot charge for the services listed above. In addition to the foregoing, vendors may provide any other pricing information they believe would assist the cooperative and member schools.

- 4) Prequalification of vendors will be based on the responses to the above-listed components in relation to the Evaluation Criteria set forth in the following section.

SECTION VI

SUBSTANTIVE EVALUATION CRITERIA

Note: Responses that are not compliant with the specifications will not be considered.

Experience (25 points): This criterion is based on the overall depth and quality of the vendor's experience providing the required services to Utah charter schools as demonstrated in the response. A vendor's experience working with current clients who are Utah charter schools will be weighted more heavily.

Quality of Services, including References (25 points): This criterion is based on the information obtained regarding the quality of the vendor's services from the references provided. Information obtained from references that are Utah charter schools currently working with the vendor will be weighted more heavily. Any information the cooperative or its member schools have based on experiences with a vendor may be taken into account as well.

Scope of Services (25 points): This criterion is based on the vendor's demonstrated expertise and ability to provide the full scope of required services to Utah charter schools on a timely basis.

Cost (25 Points): This criterion is based on the pricing provided by the vendor in comparison to the pricing of other responsive vendors.

Total points available based on Evaluation Criteria: 100 points

In order to be prequalified, a vendor must score at least 80 points.